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Model State Information System Training Program. Volume X Keypunch Instructions

Cincinnati Univ, Ohio Southwestern Ohio Regional Computer Ctr

Prepared for

Environmental Protection Agency, Washington, D C

Jul 77

PB 281 236

Model State Information System
Training Program

Volume X

KEYPUNCH INSTRUCTIONS

Prepared for the

U.S. Environmental Protection Agency
Office of Water Supply
Washington, D.C.
under GSA Contract No. GS-05S-10458
Task Assignment OWS-77-01

by the

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Bruce O. Keith
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Project Managers, OWS-76-02

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KEYPUNCH INSTRUCTIONS

I. Introduction

This manual was designed to give the user of the Model State Information System (MSIS) explicit instructions on how to keypunch all input forms and turnaround documents contained in the system. Each form and document has an exhibit number assigned to it which was developed as part of the documentation of MSIS. This number is in the format AAAA.NNN where AAAA is the four character subsystem abbreviation and NNN is a three digit number ranging from 100 to 199 for input forms, and 400 to 499 for turnaround documents. Thus, there are keypunch instructions associated with every input form or turnaround document. All instructions are arranged numerically within subsystem. A complete description of the Keypunch Instruction Form follows.

II. Keypunch Instructions Form Description

The "Keypunch" Instructions" form provides instructions for keypunching form the input forms or turnaround documents of the system. The fields on the form contain the following information:

1. SOURCE DOCUMENT NAME: contains the title of the input form.

2. EXHIBIT: contains the input form or turnaround document exhibit number which can be found in the upper right corner of a form.

3. CARD COLUMN FROM/TO: contains the column numbers into which the data is to be punched.

4. FIELD DESCRIPTION: contains the heading from the input document of the field defining those card columns.

5. INSTRUCTIONS/KEYPUNCH: contains the appropriate abbreviations from the legend. (Example: A,LJ means Alpha,Left Justify).

6. INSTRUCTIONS/OTHER: contains any additional instruction needed for clarity.

Note: All other fields on the top of the form may be defined by the individual user as a means of controlling and scheduling MSIS keypunching.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME:

EXHIBIT:

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER

PAGE OF

III. Keypunch Instructions

III. List of Input Forms

A. Public Water System Inventory Subsystem

1. Input Forms

Exhibit #	Description
PWSI.100	Sort Options for Modules PWSI030 through PWSI080
PWSI.101	Processing Options for Modules PWSI080 and PWSI130
PWSI.102	Inventory of Public Water Supplies, EPA Form 7500-11, Input form (National inventory)
PWSI.103	Processing Options for Module PWSI090
PWSI.104	Intentionally Left Out
PWSI.105	Restart Options for Module PWSI060
PWSI.106	Processing Options for Module PWSI070
PWSI.107	PWF and PHF Selection Form-Definition of Data Elements
PWSI.108	PWF and PHF Selection Form-Definition of Logic for Selection
PWSI.109 and PWSI.110	Intentionally Left Out
PWSI.111	Processing Options for Module PWSI010
PWSI.112	Processing Options for Module PWSI120
PWSI.113	Processing Options for Module PWSI020
PWSI.114	Record Status and Deletion Form

2. Turnaround Documents

PWSI.400	Public Water File (PWF) Record Creation and Maintenance Form, page 1 (Turnaround Document)
PWSI.401	Public Water File (PWF) Record Creation and Maintenance Form, page 2 (Turnaround Document)

B. Regulations Subsystem

1. Input Forms

Exhibit #	Description
REGS.100	Processing Options for Module REGS010
REGS.101	Chemical Contaminant Input Form
REGS.102	Turbidity Contaminant Input Form
REGS.103	Population Table for Bacteriological Sampling Input Form
REGS.104	Bacteriological Contaminant Input Form
REGS.105	Fluoride MCL Table Input Form
REGS.106	Major Beta Emitter Table Input Form
REGS.107	Gross Alpha Radionuclide Contaminant Input Form
REGS.108	Gross Beta Radionuclide Contaminant Input Form
REGS.109	Processing Options for Module REGS020

C. Water Quality Compliance Subsystem

1. Input Forms

Exhibit #	Description
WAQC.100	Processing Options for Module WAQC210
WAQC.101	Laboratory Table Input Form, page 1
WAQC.102	Laboratory Table Input Form, page 2
WAQC.103	Processing Options for Modules WAQC010 and WAQC020
WAQC.104	Sort Options for Modules WAQC011, WAQC040 through WAQC090, and WAQC110 through WAQC113
WAQC.105	Sample Deletion Transactions Input Form for the Periodic Sample File
WAQC.106	Chemical or Radiological Analysis Input Form
WAQC.107	Bacteriological or Turbidity Analysis Input Form
WAQC.108	Bacteriological or Turbidity Summary Analysis Input Form

WAQC.109	Intentionally Left Out
WAQC.110	Sample Deletion Transactions Input Form for the Sample Analysis File
WAQC.111	Processing Options for Modules WAQC011 and WAQC125
WAQC.112	Intentionally Left Out
WAQC.113	Processing Options for Module WAQC220
WAQC.114	Processing Options for Module WAQC130
WAQC.115	Processing Options for Module WAQC100
WAQC.116	SAF and VIF Selection Form-Definition of Data Elements
WAQC.117	SAF and VIF Selection Form-Definition of Logic for Selection
WAQC.118	Processing Options for Module WAQC120
WAQC.119	Violations File (VIF) Record Creation and Maintenance
WAQC.120	Violations File (VIF) Record Creation and Maintenance Form, page 2
WAQC.121	Processing Options for Module WAQC025
WAQC.122 and WAQC.123	Intentionally Left Out
WAQC.124	Sample Scheduling Input Form
WAQC.125	Restart Options for Modules WAQC150, WAQC170 and WAQC180

2. Turnaround Documents

Exhibit #	Description
WAQC.400	Chemical or Radiological Analysis Input Form (Turnaround Document)
WAQC.401	Bacteriological or Turbidity Analysis Input Form (Turnaround Document)
WAQC.402	Bacteriological or Turbidity Summary Analysis Input Form (Turnaround Document)

D. Federal Reporting Subsystem

1. Input Forms

Exhibit #	Description

FEDR.100	Processing Options for Module FEDR010

E. Standard Processing Subsystem

1. Input Forms

Exhibit #	Description
MSIS.100	Processing Options for Module MSIS050
MSIS.101	Processing Options for Modules MSIS030 and MSIS040
MSIS.102	Error Message Table Input Form
MSIS.103	Code Value Table Input Form
MSIS.104	Data Element Table Input Form
MSIS.105	Intentionally Left Out
MSIS.106	SHF Selection Form - Definition of Data Elements
MSIS.107	SHF Selection Form - Definition of Logic for Selection
MSIS.108	Sort Options for Module MSIS040

F. Variances and Exemptions Subsystem

1. Input Forms

Exhibit #	Description
VAEX.100	Variances and Exemptions File (VEF) Record Creation and Maintenance Form, page 1
VAEX.101	Variances and Exemptions File (VEF) Record Creation and Maintenance Form, page 3
VAEX.102	Processing Options for Module VAEX010
VAEX.103	Sort Options for Module VAEX040
VAEX.104	Processing Options for Module VAEX040
VAEX.105	VEF Selection Form - Definition of Data Elements
VAEX.106	VEF Selection Form - Definition of Logic for Selection
VAEX.107	Variances and Exemptions File (VEF) Record Creation and Maintenance Form, page 2

G. Enforcement Actions Subsystem

1. Input Forms

Exhibit #	Description

ENAC.100	Processing Options for Module ENAC010
ENAC.101	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 1
ENAC.102	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 2
ENAC.103	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 3
ENAC.104	Enforcement Actions File (EAF) Record Creation and Maintenance Form, page 4
ENAC.105	Processing Options for Module ENAC020
ENAC.106	Sort Options for Module ENAC020
ENAC.107	EAF Selection Form - Definition of Data Elements
ENAC.108	EAF Selection Form - Definition of Logic for Selection

H. Sanitary Survey Subsystem

1. Input Forms

Exhibit #	Description
SRVY.100	Processing Options for Module SRVY010
SRVY.101	Sort Options for Module SRVY010

I. Operator and Mailing Subsystem

1\.

Input Forms	Description
OPER.100	Operator and Mailing File (OMF) Record Creation and Maintenance Form
OPER.101	Processing Options for Module OPER010
OPER.102	Processing Options for Module OPER020
OPER.103	Sort Options for Module OPER020
OPER.104	OMF Selection Form - Definition of Data Elements
OPER.105	OMF Selection Form - Definition of Logic for Selection

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job PWSI030-080	**EXHIBIT:** PWSI.100
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card Code	A	
5	6	Sort Sequence	N	
7	16	Mnemonic Name	A/N, LJ	
17	17	Sort mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic Name	A/N, LJ	
30	30	Sort mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic Name	A/N, LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name	A/N, LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name	A/N, LJ	
69	69	Sort Mode	A	
70	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job PWSI080,130

EXHIBIT: PWSI.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public History File
Purge Processing Options for Job

EXHIBIT: PWSI.103

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	13		B	
14	19	Date	N	
20	20	Public History Report Option	A	
21	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Restart Form for Jobs

EXHIBIT: PWSI.105

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	Card ID	A	
8	14	Restart Number	N, RJ, PRE/O	
15	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: PWSI.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing Option	A	
12	12	Standard Error Processing Option	A	
13	13	Public History Report Option	N	
12	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form-Definition of Data Elements (PWSI020,080)	**EXHIBIT:** PWSI.107
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	14	Data Element Mnemonic Name	A/N,LJ	
15	29	Data Element Comparative Value	A/N,LJ	
30	31	Data Element Logic ID Number	N	
32	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form-Definition of Logic for Selection (PWSI020,080)

EXHIBIT: PWSI.108

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	6	Relation Symbol	A	
7	8	"	"	
9	10	"	"	
11	12	"	"	
13	14	"	"	
15	16	"	"	
17	18	"	"	
19	20	"	"	
21	22	"	"	
23	24	"	"	
25	26	"	"	
27	28	"	"	
29	30	"	"	
31	32	"	"	
33	34	"	"	
35	36	"	"	
37	38	"	"	

PAGE 1 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form-Definition of Logic for Selection (PWSI020,080)	**EXHIBIT:** PWSI.108
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL
☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
39	40	Relation Symbol	A	
41	42	"	"	
43	44	"	"	
45	46	"	"	
47	48	"	"	
49	50	"	"	
51	52	"	"	
53	54	"	"	
55	56	"	"	
57	58	"	"	
59	60	"	"	
61	62	"	"	
63	64	"	"	
65	66	"	"	
67	68	"	"	
69	70	"	"	
71	72	"	"	
73	74	"	"	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form-Definition of Logic for Selection (PWSI020,080)

EXHIBIT: PWSI.108

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
75	80		B	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (PWSI010)

EXHIBIT: PWSI.111

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing	A	
		Options - Create special file		
12	12	Standard Error Processing	A	
		Options - print only data		
		element fields in error		
13	13		B	
14	14	Report Options-New PWS Records	N	
15	15	Report Options-Incomplete	N	
		PWS Records		
16	16	Report Options-PWS Status	N	
		Requests		
17	17	Report Options-Unsuccessful		
		Update Records	N	
18	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: PWSI.112

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card Code	A	
5	10	Date	N	
11	12	Postal State Code	A	
13	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (PWSI020)	**EXHIBIT:** PWSI.113
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	13		B	
14	14	Condensed Report	A	
15	15	Production and Capacity Data Report	A	
16	16	State Discretionary Data Report	A	
17	17	Comprehensive Report or Status and Entry Form (Turnaround Document)	N	
18	20		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Status and Deletion Form

EXHIBIT: PWSI.114

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	N	
8	9	Card Code	N	
10	10	'Y'	A	
11	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME Public Water System Inv. Record Creation & Main. Form: Card Code 00

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	N	
8	9	Card Code	N	
10	10	Enter 'Y' If Creating a	A	
		New Record		
11	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 01

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	39	Plant Owner Name	A/N, LJ	
40	69	Street	A/N, LJ	
70	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 02

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	39	City	A/N, LJ	
40	41	State	A	
42	46	Zip Code	N	
47	47	Owner Type	A/N	
48	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation and Main. Form: Card Code 03

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	39	Mailing Name	A/N, LJ	
40	69	Street	A/N, LJ	
70	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main Form: Card Code 04

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	39	City	A/N, LJ	
40	41	State	A	
42	46	Zip Code	N	
47	49	Area Code	N	
50	56	Phone No.	N	
57	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 05

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	24	Plant Area City Name	A/N, LJ	
25	27	County Code	N	
28	30	Ind. Reserv.	N	
31	31	Residential	A/N	
32	32	Company Town	A/N	
33	33	Recreation	A/N	
34	34	Mobile Homes	A/N	
35	35	Institution	A/N	
36	36	School	A/N	
37	37	Motel	A/N	
38	38	Restaurant	A/N	
39	39	Service Station	A/N	
40	40	Campground	A/N	
41	41	Picnic Area	A/N	
42	42	Lodge	A/N	
43	43	Marina	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 05	**EXHIBIT:** PWSI400-401
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI–WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
44	44	Ski Resort	A/N	
45	45	Bathing	A/N	
46	46	Visitor Center	A/N	
47	47	Hwy Rest Area	A/N	
48	48	Airport	A/N	
49	49	Other	A/N	
50	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 06	**EXHIBIT:** PWSIA00-401
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL
☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	•CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	DUP	
8	9	Card Code	N	
10	16	# of Consecutive PWS's	N,RJ, PRE/0	
17	17	Interstate Carrier	A	
18	18	Plant type	A	
19	27	Population Served	N, RJ, PRE/0	
28	34	# of Service Connections	N, RJ, PRE/0	
35	41	# of Meters	N, RJ, PRE/0	
42	42	Consecutive Indicator	N	
43	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 07

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	19	Plant Average Production	N,RJ, PRE/0	
20	29	Plant Design Capacity	N,RJ, PRE/0	
30	39	Plant Emergency Power Capacity	N,RJ, PRE/0	
40	49	Plant Storage Capacity	N,RJ, PRE/0	
50	59	Plant Maximum Production	N,RJ, PRE/0	
60	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 08

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	13	PWS Begin Date	N	
14	19	Last Survey Date	N	
20	21	Compliance Cycle	N, RJ, PRE/0	
22	22	Activity Indicator	A/N	
23	28	Deactivation Date	N	
29	29	Deactivation Reason	A/N	
30	41	Manual File Ref.	A/N, LJ	
42	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 09

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	11	State Postal Code	A	
12	12	Regulate By	A	
13	14	States Region	A/N	
15	16	States District	A/N	
17	17	Bacti Flag	A	
18	18	Monthly Monitor	A	
19	21	Number of Samples	N, RJ, PRE/0	
22	25	NCOM Season Begin	N	
26	29	NCOM Season End	N	
30	30	Daily Checks	N	
31	33	NCOM Sample Freq.	N, RJ, PRE/0	
34	34	MCL Halt Ck. Sample	N	
35	36	% Chlorine	N, RJ, PRE/0	
37	37	Turbidity Flag	A	
38	39	Turbidity Units	N, RJ, PRE/0	
40	80		B	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 10

EXHIBIT: PWSI#00-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	10	Contaminant Occurrence	N	
11	14	Chemical Contaminant ID	N	
15	17	Montoring Frequency	N, RJ, PRE/0	
18	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 11

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	13	Begin Period	N	
14	17	End Period	N	
18	18	Monitor Gound Water	N	
19	21	Average Air Temp	N	
22	25	NCOM Nitrate Freq.	N, RJ, PRE/0	
26	26	Radioactive Monitoring	A	
27	27	Radioactive Monitoring	A	
28	29	Beta Freq. Mths.	N,RJ, PRE/0	
30	30	Nuclear Facility	A	
31	31	First Nuclear Fac Type	A/N	
32	32	Second Nulear Fac Type	A/N	
33	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 12

EXHIBIT: PWSI#00-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	11	Contaminant Occurrence	N	
12	15	Radionuclide Contaminant ID	N	
16	17	Monitoring Frequency	N, RJ, PRE/0	
18	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 13

EXHIBIT: PWSI#00-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	11	Monitor Gross Alpha	N, RJ, PRE/0	
12	13	Monitor Radium Mths	N, RJ PRE/0	
14	14	No. of Samples Per Year	N	
15	15	Report Req'd	A	
16	19	Last Report Date	N	
20	20	English/Metric System	A	
21	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Pecord Creation & Main. Form: Card Code 14

EXHIBIT: PWSI#00-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI–WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	10	Bacteriological	N	
11	15	Lab ID	N	
16	16	Captive Flag	A	
17	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 15	EXHIBIT: PWSI#00-401
RECEIVED FROM:	SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	10	Occurrence	N	
11	14	Contaminant ID	N	
15	19	Modified MCL	N, RJ, PRE/0	
20	20	Number of Decimal Units	N	
21	23	Alternate Monitor Freq.	N, RJ,PRE/0	
24	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 16	**EXHIBIT:** PWSI400-401
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	DUP	
8	9	Card Code	N	
10	11	Occurrence	N	
12	26	Source Name	A/N, LJ	
27	27	Source Code	A	
28	29	Number of Wells	N,RJ, PRE/0	
30	30	Avail	A/N	
31	34	River Basin Number	N	
35	37	Latitude - Degrees	N,RJ, PRE/0	
38	39	Latitude - Minutes	N,RJ, PRE/0	
40	41	Latitude - Seconds	N,RJ, PRE/0	
42	44	Lonitude - Degrees	N,RJ, PRE/0	
45	46	Longitude - Minutes	N,RJ, PRE/0	
47	48	Longitude - Seconds	N,RJ, PRE/0	
49	55	PWS-ID of Seller	N	
		(Purchased Water Only)		
56	56	Aeration	A/N	
57	57	Prechlorination	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Public Water System Inv. Record Creation & Main. Form: Card Code 16

EXHIBIT: PWSI400-401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
58	58	Coagulation	A/N	
59	59	Sedimentation	A/N	
60	60	Filration	A/N	
61	61	Corrosion Cntl.	A/N	
62	62	Softening	A/N	
63	63	Taste Odor	A/N	
64	64	Iron Removal	A/N	
65	65	Ammoniation	A/N	
66	66	Floride Ajust.	A/N	
67	67	Disinfection	A/N	
68	68	Other Treatment	A/N	
69	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options

EXHIBIT: REGS.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Processing Options	A	
5	10	Processing date	N	
11	11	Error Record Output	A	
12	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form (Card Code:C2)

EXHIBIT: REGS.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A	
7	17	Chemical Name	A, LF	
18	18	Reason for Monitoring	A/N	
19	24	MCL Units	A/N, LF	
25	30	MCL	N, RJ, PRE/0	
31	31	MCL Decimals	N	
32	36	Reasonable bounds lower	N, RJ, PRE/0	
37	37	Decimals	N	
38	42	Reasonable bounds upper	N, RJ, PRE/0	
43	43	Decimals	N	
44	44	Number of check samples	N	
45	45	Seasonal sampling	A	
46	46	Special computation	A	
47	48	Maximum time to initiate	N, RJ, PRE/0	
49	50	Period within which samples must be made	N, RJ, PRE/0	
51	56	Effective date-community	N	

PAGE 1 OF 3

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form (Card Code:02)

EXHIBIT: REGS.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
57	57	Yrs. to first sample-ground	N	
58	61	Normal sampling frequency	N, RJ, PRE/0	
62	65	If violated: sampling frequency	N, RJ, PRE/0	
66	67	Minimum number of negative samples	N, RJ, PRE/0	
68	68	Years to first sample-surface	N	
69	72	Normal sampling frequency	N, RJ, PRE/0	
73	76	If violated: sampling frequency	N, RJ, PRE/0	
77	78	Minimum number of negative samples	N, RJ, PRE/0	
79	80	Card Code	A/N	

PAGE 2 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical Contaminant Input Form (Card Code: C2)

EXHIBIT: REGS.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A	
7	50		B	
51	56	Effective Date, Non-Community	N	
57	57	Years to first sample	N	
58	61	Normal sampling frequency	N, RJ, PRE/0	
62	65	If violated: sampling frequency	N, RJ, PRE/0	
66	67	Minimum number of negative samples	N, RJ, PRE/0	
68	68	Years to first sample-surface	N	
69	72	Normal sampling frequency	N, RJ, PRE/0	
73	76	If violated: sampling frequency	N, RJ, PRE/0	
77	78	Minimum number of negative samples	N, RJ, PRE/0	
79	80	Card Code	A/N	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Turbidity Contaminant Input Form (Card Code: T1)

EXHIBIT: REGS.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A	
7	15	Contaminant Name	A	
16	17	MCL for monthly average	N, RJ, PRE/0	
18	19	MCL for consecutive samples	N, RJ, PRE/0	
20	21	Number of consecutive samples	N, RJ, PRE/0	
22	27	Effective date	N	
28	28	Apply to all sources	A	
29	29	Include repeat samples	A	
30	32	Frequency community	N, RJ, PRE/0	
33	35	Frequency non-community	N, RJ, PRE/0	
36	37	Maximum resampling period if MCL exceeded	N, RJ, PRE/0	
38	78		B	
79	80	Card Code	A/N	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Population Table for Bacteriological Sampling Input Form (Card Code: P1)

EXHIBIT: REGS.103

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N, DUP	
5	6	Regulation/Level	A, DUP	
7	7	Table ID	N, DUP	
8	16	Population Lower Limit	N, RJ, PRE/0	
17	25	Population Upper Limit	N, RJ, PRE/0	
26	28	Min. samples per month	N, RJ, PRE/0	
29	78		B	
79	80	Card Code	A/N, DUP	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form (Card Code: M1)

EXHIBIT: REGS.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A	
7	14	Contaminant Name	A	
15	20	Effective Date	N	
21	22	Single Sample MCL	N, RJ, PRE/0	Membr.Filter Meth.only
23	24	Monthly MCL	N, RJ, PRE/0	Membr. Filter Method only
25	26	Percent of Samples	N, RJ, PRE/0	Membr. Filter Method only
27	23	Min. required samples to use %	N, RJ, PRE/0	Membr.Filter Method only
29	30	MCL when percent used	N, RJ, PRE/0	Membr. Filter Method only
31	32	Single Sample MCL	N, RJ, PRE/0	10 Mill.Ferm. Tube Method
33	34	Monthly MCL	N, RJ, PRE/0	10 Mill.Ferm. Tube Method

PAGE 1 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form (Card Code: M1)

EXHIBIT: REGS. 104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
35	36	Percent of Samples	N, RJ, PRE/0	10 Mill.Ferm.
				Tube Method
37	38	Min. required samples to use %	N, RJ, PRE/0	10 Mill.Ferm.
				Tube Method
39	40	MCL when percent used	N, RJ, PRE/0	10 Mill.Ferm.
				Tube Method
41	42	Single sample MCL	N, RJ, PRE/0	100 Mill.Ferm
				Tube Method
43	44	Monthly MCL	N, RJ, PRE/0	100 Mill.Ferm
				Tube Method
45	46	Percent of samples	N, RJ, PRE/0	100 Mill.Ferm
				Tube Method
47	48	Min. required samples to use %	N, RJ, PRE/0	100 Mill.Ferm
				Tube Method
49	50	MCL when percent used	N, RJ, PRE/0	100 Mill.Ferm
				Tube Method
51	51	Max. required samples	N	
52	52	Sampling period	N	

PAGE 2 OF 3

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological Contaminant Input Form (Card Code: M1)

EXHIBIT: REGS.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
53	53	Min. no. of consecutive	N	
		daily check samples		
54	54	Min. no. of consecutive	N	
		negative portions		
55	56	Min. no. of consecutive	N, RJ, PRE/0	
		negative membrane filters		
57	58	Chlorine residual method	N, RJ, PRE/0	
59	60	Max. % of regular samples	N, RJ, PRE/0	
61	62	Max. Chlorine Level	N, RJ, PRE/0	
63	64	Max. time retest chlorine level	N, RJ, PRE/0	
65	70	Non-community effective date	N	
71	71	Seasonal sampling	A	
72	72	Period	A	
73	74	Number samples per period	N, RJ, PRE/0	
75	78		B	
79	80	Card Code	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form (Card Code: F1)

EXHIBIT: REGS.105

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N, DUP	
5	6	Regulations/Level	A, DUP	
7	7	Table ID	N, DUP	
8	10	Fahrenheit - Lower	N, RJ, PRE/0	
11	13	Fahrenheit - Upper	N, RJ, PRE/0	
14	16	Celsius - Lower	N, RJ, PRE/0	
17	19	Celsius - Upper	N, RJ, PRE/0	
20	25	MCL	N, RJ, PRE/0	
26	28	Reasonable Fahrenheit - Lower	N, RJ, PRE/0, DUP	
29	31	Reasonable Fahrenheit - Upper	N, RJ, PRE/0, DUP	
32	34	Reasonable Celsius - Lower	PRE/0	
35	37	Reasonable Celsius - Upper	PRE/0	
38	78		B	
79	80	Card Code	A/N, DUP	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Fluoride MCL Table Input Form (Card Code: F1)

EXHIBIT: REGS.105

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N, DUP	
5	6	Regulations/Level	A, DUP	
7	7	Table ID	N, DUP	
8	10	Fahrenheit - Lower	N, RJ, PRE/0	
11	13	Fahrenheit - Upper	N, RJ, PRE/0	
14	16	Celsius - Lower	N, RJ, PRE/0	
17	19	Celsius - Upper	N, RJ, PRE/0	
20	25	MCL	N, RJ, PRE/0	
26	28	Reasonable Fahrenheit - Lower	N, RJ, PRE/0, DUP	
29	31	Reasonable Fahrenheit - Upper	N, RJ, PRE/0, DUP	
32	34	Reasonable Celsius - Lower	PRE/0	
35	37	Reasonable Celsius - Upper	PRE/0	
38	78		B	
79	80	Card Code	A/N, DUP	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Major Beta Emitter Table Input Form (Card Code: E1)

EXHIBIT: REGS.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A, DUP	
7	7	Table ID	N, DUP	
8	13	Effective Date	N, DUP	
14	28	Contaminant Name	A, LJ	
29	34	Annual Concentration	N, RJ, PRE/0	
35	38	Detection Limit	N, RJ, PRE/0	
39	43	Nuclear Power Plant Code(s)	N, SIN	
44	78		B	
79	80	Card Code	A/N, DUP	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form (Card Code: A1)

EXHIBIT: REGS.107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL
☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A	
7	17	Contaminant Name	A	
18	23	Effective Date	N	
24	26	Gross Alpha MCL	N, PRE/0	
27	29	Combined Radium MCL	N, PRE/0	
30	32	Max. alpha level without Radium-228	N, PRE/0	
33	35	Max. alpha with Radium-228	N, PRE/0	
36	38	Max. Radium-226 level for Radium-228	N, PRE/0	
39	41	Max. Radium-226 level for annual monitoring	N, PRE/0	
42	42	Number of consecutive quarterly samples	N	
43	43	Normal Monitoring Frequency	N	
44	45	Initial monitoring for new source	N, RJ, PRE/0	

PAGE 1 OF 2

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Alpha Radionuclide Contaminant Input Form (Card Code: Al)

EXHIBIT: REGS.107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
46	47	Fraction of MCL	N, RJ, PRE/0	
48	49	Monitoring frequency if PWS is in violation	N, RJ, PRE/0	
50	50	Annual Composite	A	
51	51	Community, Non-Community or both	A	
52	78		B	
79	80	Card Code	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Beta Radionuclide Contaminant Input Form (Card Code:B1)

EXHIBIT: REGS.103

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/0 = Precede Zero
FOL/0 = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Contaminant ID	N	
5	6	Regulation/Level	A	
7	16	Contaminant Name	A	
17	22	Effective Date	N	
23	24	Man-Made Radionuclide MCL	N, PRE/0	
25	29	Tritium Screening Level	N, RJ, PRE/0	
30	32	Strontium-90 Screening Level	N, PRE/0	
33	35	For Major Beta: No Facility	N, PRE/0	
36	38	For Major Beta: Nuclear Fac.	N, PRE/0	
39	41	For Strontium-89 and Cesium-134	N, PRE/0	
42	42	Community, Non-Community or	A	
		both		
43	43	Monitoring of Ground Water	A	
44	44	Composite or sample average	A	
45	50	Minimum population	N, RJ, PRE/0	
51	51	Number of Samples Per Year	N	No nuclear
				Facility

PAGE 1 OF 2

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Gross Beta Radio-nuclide Contaminant Input Form (Card Code:31)

EXHIBIT: REGS.103

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
52	52	Normal Monitoring	N	No nuclear
		Frequency		Facility
53	54	Monitoring Frequency if in	N, RJ, PRE	
		Violation		
55	56	Number of Samples Iodine-131	N, RJ, PRE/0	Contaminated
				by a nucl.fac
57	58	Number of Samples Strontium-90	N, RJ, PRE/0	Contaminated
		and Tritium		by a nucl.fac
59	60	Minimum Normal Monitoring	N, RJ, PRE/0	Contaminated
		Iodine-131		by a nucl.fac
61	62	Minimum Normal Monitoring	N, RJ, PRE/0	Contaminated
		Strontium-90		by a nucl.fac
63	64	Minimum Monitoring if Violation	N, RJ, PRE/0	Contaminated
				by a nucl.fac
65	66	Iodine-131 Samples Required	N, RJ, PRE/0	Contaminated
		per Quarter		by a nucl.fac
67	78		B	
79	80	Card Code	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options For Job REGS020	**EXHIBIT:** REGS.109
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options	**EXHIBIT:** WAQC.100
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL
☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing	A	
		Option		
12	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (Card Code: L1)

EXHIBIT: WAQC.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Lab ID	N,RJ,PRE/0	
6	6	Filler	N	
7	7	Owner type	A/N	
8	37	Laboratory name	A/N	
38	43	Expiration date	N	
44	78		B	
79	80	Card Code	A/N	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (Card Code: L2)

EXHIBIT: WAQC.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Lab ID	N,RJ,PRE/0	
6	6	Contaminant group	N	
7	9	Authorized Analysis Method Code	N	
10	12	Same as column 7-9	N	
13	15	Same as column 7-9	N	
16	18	Same as column 7-9	N	
19	21	Same as column 7-9	N	
22	24	Same as column 7-9	N	
25	27	Same as column 7-9	N	
28	30	Same as column 7-9	N	
31	33	Same as column 7-9	N	
34	36	Same as column 7-9	N	
37	39	Same as column 7-9	N	
40	42	Same as column 7-9	N	
43	45	Same as column 7-9	N	
46	48	Same as column 7-9	N	
49	51	Same as column 7-9	N	
52	54	Same as column 7-9	N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Laboratory Table Input Form (Card Code: L2)

EXHIBIT: WAOC.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
55	57	Authorized Analysis Method Code	N	
58	60	Same as 55-57	N	
61	63	Same as 55-57	N	
64	66	Same as 55-57	N	
67	69	Same as 55-57	N	
70	72	Same as 55-57	N	
73	75	Same as 55-57	N	
76	78	Same as 55-57	N	
79	80	Card Code	A/N	

PAGE 2 OF 2

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.103
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing		
		Options: Optional Error File	A	
12	12	Standard Error Processing		
		Options: Print Options	A	
13	80		B	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Periodic Sample File Sort Options

EXHIBIT: WAQC.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Sort Sequence	N	
7	16	Mnemonic Name of Data Element	A/N,LJ	
17	17	Sort Mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic Name of Data Element	A/N,LJ	
30	30	Sort Mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic Name of Data Element	A/N,LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name of Data Element	A/N,LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name of Data Element	A/N,LJ	
69	69	Sort Mode	A	
67	80		B	

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MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Deletion Transactions: Periodic Sample File	**EXHIBIT:** WAQC.105
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	N	
8	9	Card Code	N, DUP	
10	13	Contaminant ID	N	
14	16	Analysis Method	N	
17	26	Sample Key	N	
27	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Chemical or Radiological Analysis Input Form

EXHIBIT: WAQC.106/WAQC.400

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	N, PRE/O, RJ	
8	9	Transaction Code	N	
10	13	Contaminant ID	N	
14	16	Analysis Method	N	
17	20	Analysis Result	N, PRE/O, RJ	
21	21	Analysis - Decimals	N	
22	27	Analysis Date	N	
28	30	Location Code	A/N	
31	36	Sample Date	N	
37	37	Sample Type	A	
38	41	Sample Time	N, PRE/O, RJ	
42	46	Lab ID	N, PRE/O, RJ	
47	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological or Turbidity Analysis Input Form

EXHIBIT: WAQC.107, 401

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	N, DUP	
8	9	Transaction Code	N, DUP	
10	13	Contaminant ID	N, DUP	
14	16	Analysis Method	N	
17	20	Analysis Result	N	
21	21	Analysis Decimals	B	Not
				Applicable
22	27	Analysis Date	N	
28	30	Location Code	A/N	
31	36	Sample Date	N	
37	37	Sample Type	A/N	
38	41	Sample Time	N	
42	46	Lab ID	A/N	
47	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological or Turbidity Summary Analysis Input Form

EXHIBIT: WAQC.108, 402

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

- A = Alpha
- N = Numeric
- A/N = Alphanumeric
- PAS = Punch As Shown
- LJ = Left Justify
- RJ = Right Justify
- PRE/O = Precede Zero
- FOL/O = Follow Zero
- ZIN = Zero If None
- SIN = Skip If None
- PP = Prepunched
- DUP = Duplicate
- B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	N	
8	9	Transaction Code	N	
10	13	Contaminant ID	N	
14	16	Analysis Method	N	
17	19	Number of Samples Required	N, RJ, PRE/0	
20	22	Number of Samples Taken	N, RJ, PRE/0	
23	26	Sample Analysis Results: Highest	N	
27	27	Sample Analysis Results: Dec.	N	
28	31	Sample Analysis Results: Lowest	N	
32	32	Sample Analysis Results: Dec.	N	
33	36	Sample Analysis Results: Average	N	
37	37	Sample Analysis Results: Dec.	A/N	
38	41	Number of Samples in Violation: Federal MCL	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological or Turbidity Summary Analysis Input Form

EXHIBIT: WAQC.108,402

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
42	45	Number of Samples in Violation: State MCL	A/N	
46	48	Longest Violation Duration	A/N	
49	54	Sample Period - Start	N	
55	60	Sample Period - End	N	
61	61	Sample Type	A/N	
62	67	Date of Last Sample	N	
68	72	Laboratory Analyzing the Most Samples - ID	N	
73	73	Check Samples Regulations Required - Number Taken - Federal	A/N	
74	74	Check Samples - Regulations Required - Number Taken - State	A/N	
75	77	Check Samples - Actual Number Taken	N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Bacteriological or Turbidity Summary Analysis Input Form	**EXHIBIT:** WAQC.108, 402
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
78	78	Notified of Violations -	A/N	
		Public		
79	79	Notified of Violations -	A/N	
		State		
80	80		B	

PAGE 3 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Deletion
Transaction: Sample Analysis File (SAF)

EXHIBIT: WAQC.110

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS ID	N,RJ,PRE/0	
3	9	Card Code	N	
10	13	Contaminant ID	N	
14	16	Analysis Method	N	
17	26	Sample Key	N	
27	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	EXHIBIT: WAOC.111
RECEIVED FROM:	SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (WAQC220)

EXHIBIT: WAQC.113

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Current Date	N	
11	13		B	
14	19	Purge Date	N	
20	20	Contaminant Group		
21	26	Purge Date	N	
27	27	Contaminant Group		
28	33	Purge Date	N	
34	34	Contaminant Group		
35	40	Purge Date	N	
41	41	Contaminant Group		
42	47	Purge Date	N	
48	48	Contaminant Group		
49	49	Purge Report Processing	A	
		Option		
50	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAQC.114
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card Id	A	
5	10	Date	N	
11	13		B	
14	14	Scheduling Rerun Option	A	
15	15	Monthly Operations Report Option	A	
16	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Optionsfor Job

EXHIBIT: WAQC.115

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Current Date	N	
11	13		B	
14	19	From Date	N	
20	25	To Date	N	
26	26	Contaminant Group - 0	A	
27	27	Contaminant Group - 1	A	
28	28	Contaminant Group - 2	A	
29	29	Contaminant Group - 3	A	
30	30	Contaminant Group - 4	A	
31	31	Summary or List - Chemical	A	
32	32	Summary or List - Radiological	A	
33	80		B	

PAGE 1OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements

EXHIBIT: WAQC.116

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	14	Data Element Mnemonic Name	A/N	
15	29	Data Element Comparative Value	A/N	
30	31	Data Element Logic ID Number	N	
32	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection	**EXHIBIT:** WAQC.117
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	6	Relation Symbol	A	
7	8	Relation Symbol	A	
9	10	Relation Symbol	A	
11	12	Relation Symbol	A	
13	14	Relation Symbol	A	
15	16	Relation Symbol	A	
17	18	Relation Symbol	A	
19	20	Relation Symbol	A	
21	22	Relation Symbol	A	
23	24	Relation Symbol	A	
25	26	Relation Symbol	A	
27	28	Relation Symbol	A	
29	30	Relation Symbol	A	
31	32	Relation Symbol	A	
33	34	Relation Symbol	A	
35	36	Relation Symbol	A	
37	38	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection	**EXHIBIT:** WAQC.117
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
39	40	Relation Symbol	A	
41	42	Relation Symbol	A	
43	44	Relation Symbol	A	
45	46	Relation Symbol	A	
47	48	Relation Symbol	A	
49	50	Relation Symbol	A	
51	52	Relation Symbol	A	
53	54	Relation Symbol	A	
55	56	Relation Symbol	A	
57	58	Relation Symbol	A	
59	60	Relation Symbol	A	
61	62	Relation Symbol	A	
63	64	Relation Symbol	A	
65	66	Relation Symbol	A	
67	68	Relation Symbol	A	
69	70	Relation Symbol	A	
71	72	Relation Symbol	A	
73	74	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: WAQC.117

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
75	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard Error & History Processing Options for Job

EXHIBIT: WAOC 118

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing Options - Special Output File	A	
12	12	Standard Error Processing Options - Data Element Fields	A	
13	13	Standard History Processing Option	N	
14	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (WAQC120)

EXHIBIT: WAQC. 119

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Violation Identification	N	
6	7	Card Code	N	
8	8	Record Creation	A	
9	80		B	

PAGE 1 OF 2

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (WAQC120)	**EXHIBIT:** WAQC.119
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Violation Identification	N, Dup	
6	7	Card Code	N	
8	14	PWS ID	N	
15	16	Regulation Level	A	
17	20	Contaminant ID	N	
21	25	Lab ID	A/N	
26	31	Sample Date	N	
32	35	Samples - number required	N	
36	39	Samples - number taken	N	
40	42	Analysis Method	A/N	
43	47	Analysis result	N	
48	48	Analysis decimals	N	
49	54	Analysis date	N	
55	60	Sampling cut-off date	N	
61	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: VIF Record Creation and Maintenance Form (WAQC120)

EXHIBIT: WAQC.120

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Violation Identification	N	
6	7	Card Code	N	
8	9	Violation type	A/N	
10	15	Violation date	N	
16	20	MCL violated	A/N	
21	21	MCL violated decimals	N	
22	24	Sampling frequency violated	N	
25	28	Number samples violated	N	
29	30	Violation duration	N	
31	31	Notify public	A	
32	32	Notify state	A	
33	33	Sample type	A	
34	43	Sample key	N	
44	49	Date last report	N	
50	51	Time since last report	N	
52	76	Remarks	A/N	
77	80		B	

PAGE 1 OF 2

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (WAQC120)

EXHIBIT: WAQC.120

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Violation Identification	N	
6	7	Card Code	N	
8	8	Record Deletion	A	
9	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** WAOC.121
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Processing Date	N	
11	12	Processing Lag Time	N, RJ,PRE/0	
13	14	Bacteriological/Turbidity	N, RJ, PRE/0	
		Compliance Cycle		
15	17	Inorganic Chemicals Average	N ,RJ, PRE/0	
		Daily Maximum Air		
		Temperature		
18	18	Units	A	
19	24	Organic Chemicals Seasonal	N	
		Sampling Dates - From		
25	30	Organic Chemicals Seasonal	N	
		Sampling Dates - Until		
31	34	Operations Report Processing	N	
		Month		
35	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sample Scheduling Input Form (WAQC130)

EXHIBIT: WAQC.124

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	PWS-ID	N,RJ,PRE/0	
8	8	Turbidity	A	
9	9	Chemicals	A	
10	10	Bacteriological	A	
11	11	Radionuclides-Natural	A	
12	12	Radionuclides-Man-Made	A	
13	13	Bacteriological Mailing	A	
		Labels Option		
14	15	Bacteriological Mailing	N,RJ,PRE/0	
		Labels Number		
16	16	Reschedule Chemicals	A	
17	17	Reschedule Radionuclides	A	
18	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Restart form for Jobs	**EXHIBIT:** WAOC.125
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	7	Card ID	A	
8	14	Restart Number	N, RJ, PRE/O	
15	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (FEDR010)

EXHIBIT: FEDR.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	13		B	
14	19	Reporting Period - From	N	
20	25	Reporting Period - To	N	
26	27	Postal State Abbreviation	A	
28	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard History File Purge Processing Options for Job MSIS040

EXHIBIT: MSIS.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Current Date	N	
11	16	Purge Date	N	
17	17	Report Code	N	
18	80		B	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** MSIS.101
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card Code	A	
5	10	Date	N	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Error Message Table Input Form

EXHIBIT: MSIS.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	1	Card ID	N,DUP	
2	3	File ID	A	
4	6	Error Code	N	
7	34	Error Message	A/N,LJ	
35	37	Error Code	N	
38	65	Error Message	A/N,LJ	
66	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Code Value Table Input Form

EXHIBIT: MSIS.103

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	1	Card ID	N,DU	
2	3	File ID	A	
4	6	D.E. Catalogue Number	N /N	
7	15	D.E. Value	PAS,	
16	16	D.E. Length	N /N	
17	46	D.E. Description	PAS,	
47	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Data Element Table Input Form	**EXHIBIT:** MSIS.104
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	1	Card ID	N,DUP	
2	3	File ID	A	
4	6	D.E. Catalogue Number	N	
7	8	Start Pos.-Transaction	N,RJ,PRE/0	
9	12	Start Pos.-File	N,RJ,PRE/0	
13	14	Field Length--File	N,RJ,PRE/0	
15	16	Field Length--Transaction	N,RJ,PRE/0	
17	26	Mnemonic Name	A/N	
27	27	History Kept	A	
28	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements (SEL1)

EXHIBIT: MSIS.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	14	Data Element Mnemonic Name	A/N, LJ	
15	29	Data Element Comparative Value	A/N, LJ	
30	31	Data Element Logic ID Number	N	
32	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard History Selection Selection Form - Definition of Logic (SEL2)

EXHIBIT: MSIS.107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Relation Symbol	A	
7	8	Relation Symbol	A	All other
9	10	Relation Symbol	A	fields on
11	12	Relation Symbol	A	this card
13	14	Relation Symbol	A	are
15	16	Relation Symbol	A	"Relation
17	18	Relation Symbol	A	Symbol."
19	20	Relation Symbol	A	
21	22	Relation Symbol	A	
23	24	Relation Symbol	A	
25	26	Relation Symbol	A	
27	28	Relation Symbol	A	
29	30	Relation Symbol	A	
31	32	Relation Symbol	A	
33	34	Relation Symbol	A	
35	36	Relation Symbol	A	
37	38	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard History Selection Selection Form - Definition of Logic (SEL2)	**EXHIBIT:** MSIS.107
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL. FROM	CARD COL. TO	FIELD DESCRIPTION	INSTRUCTIONS KEYPUNCH	INSTRUCTIONS OTHER
39	40	Relation Symbol	A	
41	42	Relation Symbol	A	
43	44	Relation Symbol	A	
45	46	Relation Symbol	A	
47	48	Relation Symbol	A	
49	50	Relation Symbol	A	
51	52	Relation Symbol	A	
53	54	Relation Symbol	A	
55	56	Relation Symbol	A	
57	58	Relation Symbol	A	
59	60	Relation Symbol	A	
61	62	Relation Symbol	A	
63	64	Relation Symbol	A	
65	66	Relation Symbol	A	
67	68	Relation Symbol	A	
69	70	Relation Symbol	A	
71	72	Relation Symbol	A	
73	74	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME Standard History Selection Selection Form - Definition of Logic (SFL2)

EXHIBIT: MSIS.107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
75	80		B	

PAGE 3 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Standard History Selection Process Sort Options	**EXHIBIT:** MSIS.108
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card-ID	A	
5	6	Sort Sequence	N	
7	16	Mnemonic Name of Data Element	A/N, LJ	
17	17	Sort Mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic Name of Data Element	A/N, LJ	
30	30	Sort Mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic Name of Data Element	A/N, LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name of Data Element	A/N, LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name of Data Element	A/N, LJ	
69	69	Sort Mode	A	
70	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation & Maintenance Form (VAEX010) (Create)

EXHIBIT: VAEX.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	8	Record Creation	A	
9	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation Maintenance Form (VAEX010) (Update)

EXHIBIT: VAEX.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	14	PWS ID	N	
15	15	V/E	A	
16	20	V&E Reference	A/N	
21	26	Effective Date	N	
27	32	Expiration Date	N	
33	34	Reason	A/N	
35	35	Status	A/N	
36	39	Contaminant ID	N	
40	44	MCL	N	
45	45	DFC	N	
46	48	Treatment	N	
49	51	Alternate Treatment	N	
52	54	Modified Frequency	N	
55	80		B	

PAGE 2 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation & Maintenance Form (Case Abstract)

EXHIBIT: VAEX.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	37	Case Abstract	A/N	
38	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Compliance Schedule Milestone Maintenance Form (VAEX010)(Create)

EXHIBIT: VAEX 101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	13	Target Date	N	
14	15	Milestone Code	A/N	
16	17	Reporting Frequency For	N	
		Repeating Milestones-Months		
18	80		B	
		NOTE: Do not punch any cards that contain only preprinted data.		

PAGE 1 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Compliance Schedule Milestone Maintenance Form (VAEX010)

EXHIBIT: VAEX.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI–WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	13	Target Date	N, DUP	
14	15	Milestone Code	A/N, DUP	
16	45	Milestone Description	A/N	
46	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Compliance Schedule Milestone Maintenance Form (VAEX010)

EXHIBIT: VAEX.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	13	Target Date	N	
14	15	Milestone Code	A/N	
16	21	Date Attained	N	
22	22	Delay/Deletion Code	A/N	
23	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (VAEX010)

EXHIBIT: VAEX.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing Options: Special File-Error Records	A	
12	12	Standard Error Processing Options: Data Element Fields in Error	A	
13	13	Standard History Processing Option	N	
14	14	Report Option: Compliance Report	A	
15	15	Report Option: Compliance in Arrears Report	A	
16	21	Compliance Period From	N	
22	27	Compliance Period To	N	
25	33	Compliance in Arrears Date	N	
34	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job

EXHIBIT: VAEX.103

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Sort Sequence	N	
7	16	Mnemonic Name of Data Element	A/N, LJ	
17	17	Sort Mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic Name of Data Element	A/N, LJ	
30	30	Sort Mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic Name of Data Element	A/N, LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name of Data Element	A/N, LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name of Data Element	A/N, LJ	
69	69	Sort Mode	A	
70	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job

EXHIBIT: VAEX.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	13		B	
14	14	Produce Condensed Report	A	
15	15	Produce Case History Report	A	
16	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements in VAEX040

EXHIBIT: VAEX.105

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	14	Data Element Mnemonic Name	A/N, LJ	
15	29	Data Element Comparative Value	A/N	
30	31	Data Element Logic ID Number	N	
32	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection in VAEX040

EXHIBIT: VAEX.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	6	Relation Symbol	A/N	
7	8	Relation Symbol	A/N	
9	10	Relation Symbol	A/N	
11	12	Relation Symbol	A/N	
13	14	Relation Symbol	A/N	
15	16	Relation Symbol	A/N	
17	18	Relation Symbol	A/N	
19	20	Relation Symbol	A/N	
21	22	Relation Symbol	A/N	
23	24	Relation Symbol	A/N	
25	26	Relation Symbol	A/N	
27	28	Relation Symbol	A/N	
29	30	Relation Symbol	A/N	
31	32	Relation Symbol	A/N	
33	34	Relation Symbol	A/N	
35	36	Relation Symbol	A/N	
37	38	Relation Symbol	A/N	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection in VAEX040

EXHIBIT: VAEX.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
39	40	Relation Symbol	A/N	
41	42	Relation Symbol	A/N	
43	44	Relation Symbol	A/N	
45	46	Relation Symbol	A/N	
47	48	Relation Symbol	A/N	
49	50	Relation Symbol	A/N	
51	52	Relation Symbol	A/N	
53	54	Relation Symbol	A/N	
55	56	Relation Symbol	A/N	
57	58	Relation Symbol	A/N	
59	60	Relation Symbol	A/N	
61	62	Relation Symbol	A/N	
63	64	Relation Symbol	A/N	
65	66	Relation Symbol	A/N	
67	68	Relation Symbol	A/N	
69	70	Relation Symbol	A/N	
71	72	Relation Symbol	A/N	
73	74	Relation Symbol	A/N	

PAGE 2 OF 3

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection in VAEX040

EXHIBIT: VAEX.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
75	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation & Maintenance Form (Case Abstract)

EXHIBIT: VAEX.107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	37	Case Abstract	A/N	
38	80		B	
		NOTE: Do not punch any cards that contain		
		only preprinted data.		

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation & Maintenance Form (VAEX010) (Delete)

EXHIBIT: VAEX 107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	V&E Identification	A/N	
6	7	Card Code	N	
8	8	Record Deletion	A	
9	80		B	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (ENAC010)	**EXHIBIT:** ENAC.100
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL
☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	11	Standard Error Processing Options - create file of error records	A	
12	12	Standard Error Processing Options - print only data element fields in error	A	
13	13	Standard History Processing Option - select code for type of history report	N	
14	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)	**EXHIBIT:** ENAC.101
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N	
6	7	Card Code	N	
8	8	Record Creation	A	
9	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)	**EXHIBIT:** ENAC101
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N, DUP	
6	7	Card Code	N	
8	8	Case Status	N	
9	20	Case Reference	A/N, LJ	
21	50	Case Name	A/N, LJ	
51	56	Action Date	N	
57	57	Legal Status Code	A/N	
58	64	PWS-ID	N	
65	66	State Code	A/N	
67	80		B	

PAGE 2 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)

EXHIBIT: ENAC.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N, DUP	
6	7	Card Code	N	
8	8	Plaintiff Type	A/N	
9	38	Plaintiff Name	A/N, LJ	
39	39	Defendant Type	A/N	
40	69	Defendant Name	A/N, LJ	
70	80		B	

PAGE 3 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)

EXHIBIT: ENAC.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N, DUP	
6	7	Card Code	N	
8	9	Type	A/N	
10	15	Date	N	
16	19	Contaminant ID	N	
20	21		B	
22	22	Delete Code	A	
23	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)

EXHIBIT: ENAC.102

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N, DUP	
6	7	Card Code	N	
8	14	Consent Order Number	A/N, LJ	
15	20	Consent Order Date	N	
21	27	Permit Number	A/N, LJ	
28	33	Permit Date	N	
34	80		B	

PAGE 2 OF 2

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)	**EXHIBIT:** ENAC.103
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N, DUP	
6	7	Card Code	N	
8	37	Case Abstract	A/N	
38	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)	**EXHIBIT:** ENAC.104
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N, DUP	
6	7	Card Code	N	
8	9	Milestone Code	A	
10	15	Target Date	N	
16	21	Attained Date	N	
22	22	Delete Code	A	
23	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

PAGE 1 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)

EXHIBIT: ENAC.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N	
6	7	Card Code	N	
8	8	Case History Request	A	
9	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (ENAC010)

EXHIBIT: ENAC.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	Case/Action Identification	N	
6	7	Card Code	N	
8	8	Record Deletion Request	A	
9	80		B	

PAGE 3 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Date and Report Processing Options for Job

EXHIBIT: FMAC.105

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	13		B	
14	14	Produce Condensed Report	A	
15	15	Produce Case History Report	A	
16	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job

EXHIBIT: ENAC.106

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Sort Sequence	N	
7	16	Mnemonic Name of Data Element	A/N, LJ	
17	17	Sort Mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic Name of Data Element	A/N, LJ	
30	30	Sort Mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic Name of Data Element	A/N, LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name of Data Element	A/N, LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name of Data Element	A/N, LJ	
69	69	Sort Mode	A	
70	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements

EXHIBIT: FNAC.107

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	14	Data Element Mnemonic Name	A/N, LJ	
15	29	Data Element Comparative Value	A/N, LJ	
30	31	Data Element Logic ID Number	N	
32	80		B	

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection		**EXHIBIT:** ENAC.108
RECEIVED FROM:	**SEND CARDS TO:**	

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	6	Relation Symbol	A	
7	8	Relation Symbol	A	
9	10	Relation Symbol	A	
11	12	Relation Symbol	A	
13	14	Relation Symbol	A	
15	16	Relation Symbol	A	
17	18	Relation Symbol	A	
19	20	Relation Symbol	A	
21	22	Relation Symbol	A	
23	24	Relation Symbol	A	
25	26	Relation Symbol	A	
27	28	Relation Symbol	A	
29	30	Relation Symbol	A	
31	32	Relation Symbol	A	
33	34	Relation Symbol	A	
35	36	Relation Symbol	A	
37	38	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection	**EXHIBIT:** ENAC.108
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
39	40	Relation Symbol	A	
41	42	Relation Symbol	A	
43	44	Relation Symbol	A	
45	46	Relation Symbol	A	
47	48	Relation Symbol	A	
49	50	Relation Symbol	A	
51	52	Relation Symbol	A	
53	54	Relation Symbol	A	
55	56	Relation Symbol	A	
57	58	Relation Symbol	A	
59	60	Relation Symbol	A	
61	62	Relation Symbol	A	
63	64	Relation Symbol	A	
65	66	Relation Symbol	A	
67	68	Relation Symbol	A	
69	70	Relation Symbol	A	
71	72	Relation Symbol	A	
73	74	Relation Symbol	A	

PAGE 2 OF 3

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: ENAC.108

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
75	80		B	

PAGE 3 OF 3

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (SRVY010)

EXHIBIT: SRVY.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	12	Type of Water Supply	N	
13	14	Population Served	N	
15	16	History of Past Violations	N	
17	18	Date of Last Sanitary Survey	N	
19	20	Type of Source Water	N	
21	21	Priority Report	A	
22	22	Schedule Report	A	
23	23	Priority Option	N	
24	27	Surveying Capacity	A/N	
28	29	Region	A/N	
30	31	District	A/N	
32	33	Region	A/N	
34	35	District	A/N	
36	37	Region	A/N	
38	39	District	A/N	
40	41	Region	A/N	

PAGE 1 OF 2

MODEL STATE INFORMATION SYSTEM
KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (SRVY010)

EXHIBIT: SRVY 100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
42	43	District	A/N	
44	45	Region	A/N	
46	47	District	A/N	
48	53	Surveying Period - From	N	
54	59	Surveying Period - To	N	
60	60	PWF Report Option	N	
61	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job (SRVY010)	**EXHIBIT:** SRVY.101
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL
☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Sort Sequence	N	
7	16	Mnemonic Name of Data Element	A/N, LJ	
17	17	Sort Mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic Name of Data Element	A/N, LJ	
30	30	Sort Mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic Name of Data Element	A/N, LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name of Data Element	A/N, LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name of Data Element	A/N, LJ	
69	69	Sort Mode	A	
70	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (OPER010)	**EXHIBIT:** OPER.100
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	O&M Identification	A/N	
6	7	Card Code	N	
8	8	Record Creation	A/N	
9	80		B	

NOTE: Do not punch any cards that contain only preprinted data.

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (OPER010)

EXHIBIT: OPER.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	O&M Identification	A/N, DUP	
6	7	Card Code	N	
8	8	O&M Type	A/N	
9	38	Name	A/N	
39	68	Street Address	A/N	
69	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (OPER010)	**EXHIBIT:** OPER.100
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	O&M Identification	A/N, DUP	
6	7	Card Code	N	
8	37	City	A/N	
38	39	State	A	
40	44	Zip Code	N	
45	47	Area Code	N	
48	54	Phone Number	N	
55	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance Form (OPER010)

EXHIBIT: OPER.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	O&M Identification	A/N	
6	7	Card Code	N	
8	14	Certificate Number	A/N	
15	21	PWS ID	A/N	
22	22	Operator Class - A	N	
23	23	Operator Class - B	N	
24	24	Operator Class - C	N	
25	25	Operator Class - D	N	
26	26	Operator Class - E	N	
27	27	Operator Class - F	N	
28	33	Certificate Renewal Date	N	
34	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Record Creation and Maintenance From (OPER010)

EXHIBIT: OPER.100

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	5	O&M Identification	A/N	
6	7	Card Code	N	
8	8	Record Deletion	A	
9	80		B	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job (OPER010)

EXHIBIT: OPER.101

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	10	Date	N	
11	11	Standard Error Processing		
		Options	A	
		Created File of Error Records		
12	12	Standard Error Processing		
		Options	A	
		Print only Data Element Fields		
		in Error		
13	13	Standard History Processing		
		Options	N	
14	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Processing Options for Job	**EXHIBIT:** OPER.102
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	10	Date	N	
11	13		B	
14	14	Report Options - produce	A	
		Certified Operators Report		
15	15	Report Options - produce	A	
		Mailing Distribution Report		
16	16	Report Options - produce	A	
		Mailing Labels		
17	17	Report Options - number of	N	
		labels		
18	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Sort Options for Job	**EXHIBIT:** OPER.103
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Sort Sequence	N	
7	16	Mnemonic name of Data Element	A/N, LJ	
17	17	Sort Mode	A	
18	19	Sort Sequence	N	
20	29	Mnemonic name of Data Element	A/N, LJ	
30	30	Sort Mode	A	
31	32	Sort Sequence	N	
33	42	Mnemonic name of Data Element	A/N, LJ	
43	43	Sort Mode	A	
44	45	Sort Sequence	N	
46	55	Mnemonic Name of Data Element	A/N, LJ	
56	56	Sort Mode	A	
57	58	Sort Sequence	N	
59	68	Mnemonic Name of Data Element	A/N, LJ	
69	69	Sort Mode	A	
70	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Data Elements

EXHIBIT: OPLR.104

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

LEGEND:

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N = Numeric
A/N = Alphanumeric
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LJ = Left Justify
RJ = Right Justify
PRE/O = Precede Zero
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ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A/N	
5	14	Data Element Mnemonic Name	A/N, LJ	
15	29	Data Element Comparative Value	A/N, LJ	
30	31	Data Element Logic ID Number	N	
32	80		B	

PAGE 1 OF 1

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: OPER.105

RECEIVED FROM:

SEND CARDS TO:

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI–WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

ESTIMATED

KEY STROKES PER CARD	CARD VOLUME

LEGEND:

A = Alpha
N = Numeric
A/N = Alphanumeric
PAS = Punch As Shown
LJ = Left Justify
RJ = Right Justify

PRE/O = Precede Zero
FOL/O = Follow Zero
ZIN = Zero If None
SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
1	4	Card ID	A	
5	6	Relation Symbol	A	
7	8	Relation Symbol	A	
9	10	Relation Symbol	A	
11	12	Relation Symbol	A	
13	14	Relation Symbol	A	
15	16	Relation Symbol	A	
17	18	Relation Symbol	A	
19	20	Relation Symbol	A	
21	22	Relation Symbol	A	
23	24	Relation Symbol	A	
25	26	Relation Symbol	A	
27	28	Relation Symbol	A	
29	30	Relation Symbol	A	
31	32	Relation Symbol	A	
33	34	Relation Symbol	A	
35	36	Relation Symbol	A	
37	38	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection

EXHIBIT: OPER.105

RECEIVED FROM:

SEND CARDS TO:

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DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

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SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
39	40	Relation Symbol	A	
41	42	Relation Symbol	A	
43	44	Relation Symbol	A	
45	46	Relation Symbol	A	
47	48	Relation Symbol	A	
49	50	Relation Symbol	A	
51	52	Relation Symbol	A	
53	54	Relation Symbol	A	
55	56	Relation Symbol	A	
57	58	Relation Symbol	A	
59	60	Relation Symbol	A	
61	62	Relation Symbol	A	
63	64	Relation Symbol	A	
65	66	Relation Symbol	A	
67	68	Relation Symbol	A	
69	70	Relation Symbol	A	
71	72	Relation Symbol	A	
73	74	Relation Symbol	A	

MODEL STATE INFORMATION SYSTEM

KEYPUNCH INSTRUCTIONS

SOURCE DOCUMENT NAME: Selection Form - Definition of Logic for Selection	**EXHIBIT:** OPER.105
RECEIVED FROM:	**SEND CARDS TO:**

FREQUENCY: ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ ANNUAL ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

DUE IN		DUE OUT	
FREQ.	DAY	FREQ.	DAY

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SIN = Skip If None
PP = Prepunched
DUP = Duplicate
B = Blank

ESTIMATED	
KEY STROKES PER CARD	CARD VOLUME

CARD COL.		FIELD DESCRIPTION	INSTRUCTIONS	
FROM	TO		KEYPUNCH	OTHER
75	80		B	